Executive Office of Public Safety, Programs Division Local Preparedness Grant Program FFY 2004 Excel Grant Budget Guidance

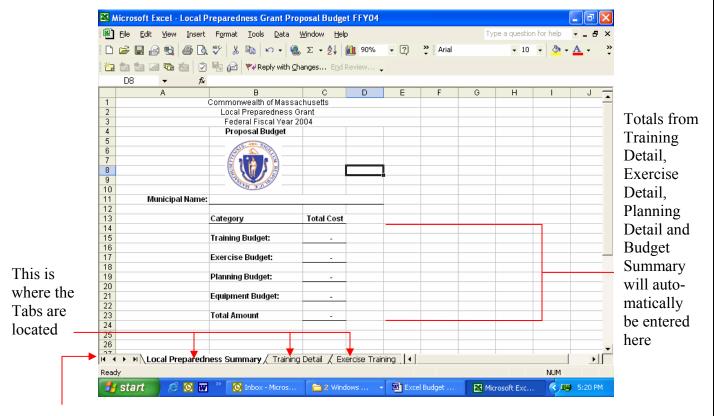
The Local Preparedness Budget must be prepared using the excel spreadsheet provided on the website http://www.state.ma.us/ccj , click on the FFY 2004 Homeland Security Grant page link. When filling out "4. Grant Budget (Excel Spreadsheet)" in the Document Library please follow these steps:

- 1. After downloading the excel budget, open the file. The complete spreadsheet workbook includes 24 separate worksheets. The worksheets are opened by clicking your mouse on the arrows and tabs on the bottom of the screen. Please refer to the Example Budget, page 2 to see the location of the arrows and tabs.
- 2. Use the tabs at the bottom of the spreadsheet to scroll all the way to the left and click on the Local Preparedness Summary. On this spreadsheet <u>only</u> fill in your Municipal Name. The budget numbers do not need to be entered. They will automatically be calculated from the other spreadsheets that you fill in.
- 3. Click on and review each of the 24 budget spreadsheets. Fill in the ones that apply to your proposal. If you are undertaking training, exercises or planning, your costs need to be itemized in the corresponding budget spreadsheets. If you will not use any of the funds for training, exercises, or planning there is no need to enter any data on these three spreadsheets.
- 4. Click on the "Cover Sheet" tab and put an X in the box which indicates that you have read and agree to all certifications and standards required under the federal equipment guidelines.
- 5. The "Cover Sheet" also requires you to enter a brief rationale for the equipment you plan to purchase and the link between the request and your specific homeland security needs.
- 6. Click on the appropriate equipment category tabs that your purchases would fall into. Enter a unit cost, and quantity (by discipline) for the specific equipment requested. Enter sustainment cost if applicable. The total cost will be calculated and will automatically populate into the Local Preparedness Summary and the Budget Summary sheets.
- 7. Click on the "Budget Summary" and check to make sure that your entries were automatically entered and are correct. If not, contact Jeffrey Brownell, Homeland Security Grant Manger at (617) 727-6300 ext. 25325 or by email at hs@state.ma.us
- 8. Print out a copy of the Local Preparedness Summary, the Cover Sheet, the Budget Summary and all other spreadsheets that you entered information into. Have an authorized signatory sign the Budget Summary and submit with the other required hard copy documents included with your grant application. Mail all the hard copies to:

The Executive Office of Public Safety Attn: Jeffrey Brownell One Ashburton Place, Suite 2110 Boston, MA 02108

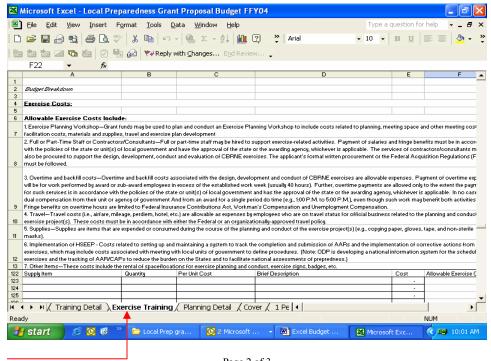
9. Submit your proposal and budget summary electronically to hs@state.ma.us

Example Budget Spreadsheet Local Preparedness Summary



Using these arrows you can scroll through all of the spreadsheets and then select the spreadsheets needed. For example, if you want to enter exercise costs, click on the Exercise Training tab and the spreadsheet shown below would appear.

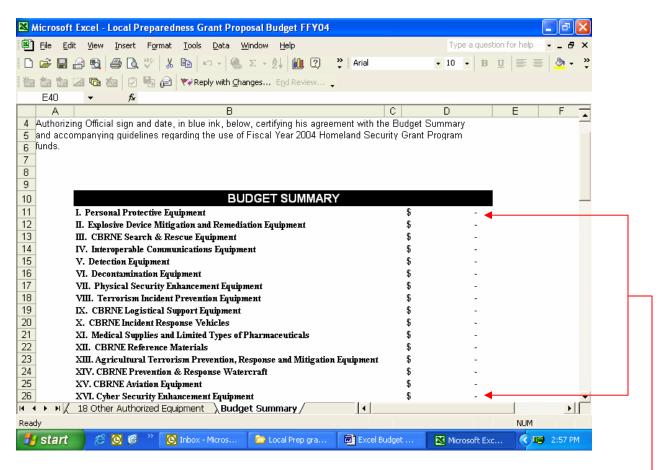
Exercise Training



Exercise Training Tab

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Budget Summary



Do not enter budget totals. They will automatically be calculated from the equipment category spreadsheets you completed.